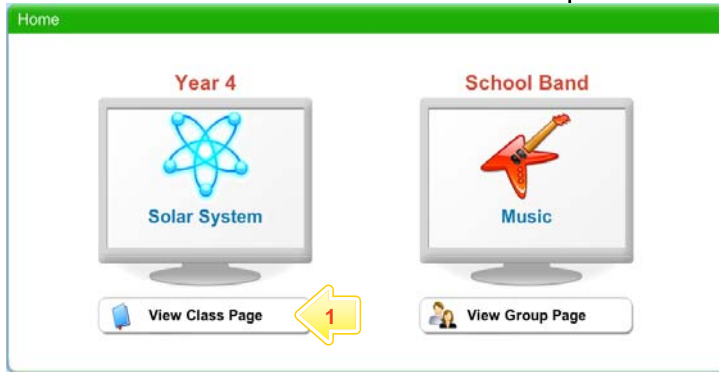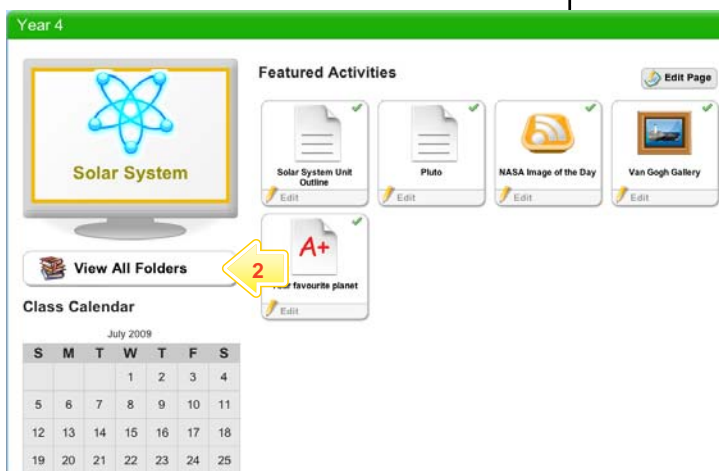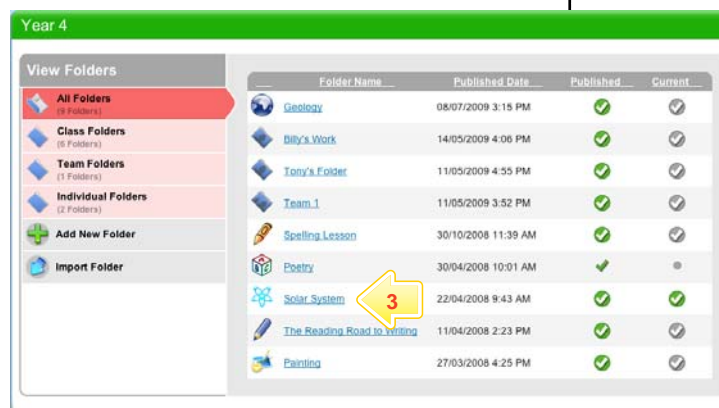# Resource

Create a new Resource

The Studywiz Resource feature allows you to load virtually any type of file into Studywiz. Other users can then download the file or copy it to their eLocker.
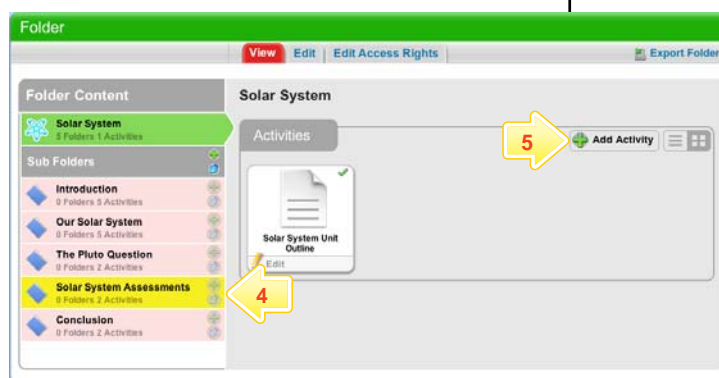

1 Below the Class or Group in which you want to create the activity, click the **View Class Page** button.
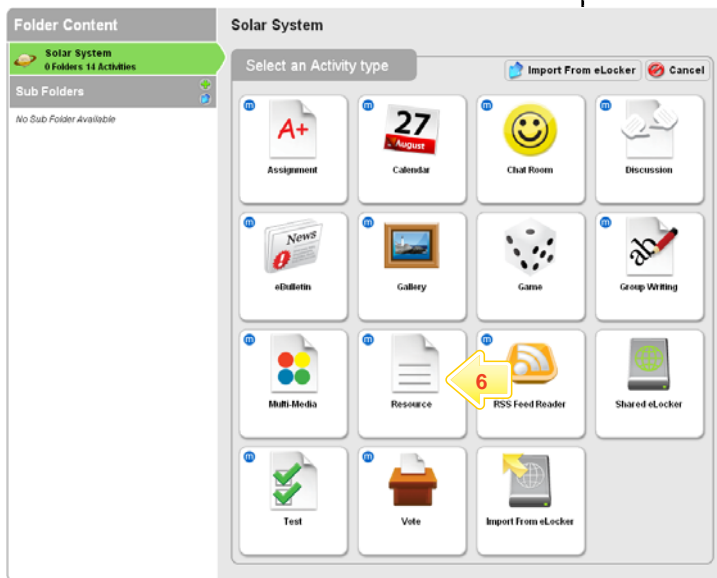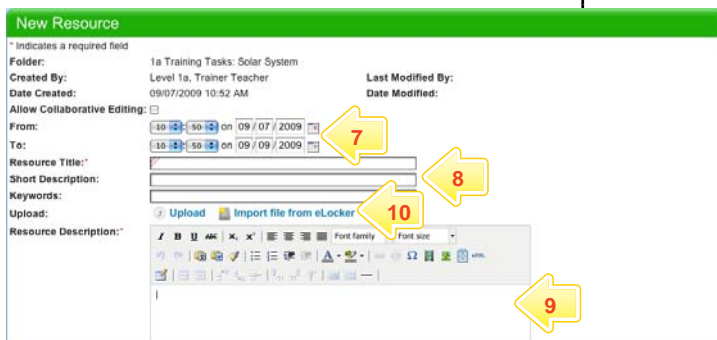

2 Click the **View All Folders** button.

3 Click the Folder to which you want to add an activity.

4 If you want to save the activity in a sub folder, click the sub folder.

5 Click the **Add Activity** button.

6 Click **Resource**.

7 In the **From** and **To** fields, set the times and dates between which you want the activity to be available.

8 Complete the **Title**, **Short Description** and **Keywords** fields. Separate keywords with spaces or commas.

9 Enter a **Resource Description**.

10 Click **Upload** or **Import From eLocker**.

- If you are uploading a file, navigate to the file location, select the item and click the **Upload** button.

- If you are importing a file from your eLocker, locate the file and click the **Import from eLocker** button.

The 'File Uploaded. Save to complete.' notification appears.

11 To set the Resource as a featured activity, select the **Featured Activity** checkbox.

12 If the Resource is ready to publish, select the **Publish** checkbox.

13 Click **Save**. The Resource is saved.

The Edit Resource page appears.

You can now preview, edit or remove the resource.

Tips and Hints

1 Use the Studywiz Resource activity to deliver resources to students while a class is in progress.

2 Upload a numbered series of files that students can open and use in order during a class. This makes it easy to make sure that your students are looking at the right material at the right time.

3 Cut and paste notes into the Description area to get information to students quickly.

If you have any ideas for Studywiz Resources, you're invited to share them with other teachers at the Studywiz Global Community – http://studywizgc.org/. Log in using the button on your Studywiz deployment.